

FIXED BASE OPERATOR REQUEST FOR PROPOSALS

Alexander Field – South Wood County Airport Wisconsin Rapids, Wisconsin

September 17, 2009

The Municipal Airport Commission for Alexander Field - South Wood County Airport, is accepting proposals of interest from qualified persons or firms to assume the management and operations of the Airport's Fixed Base of Operations/FBO.

Background

Alexander Field, South Wood County Airport, is a municipally-owned airport that has been in operation since late 1927, located at 3620 1st Street South, Wisconsin Rapids, Wisconsin. The airport is municipally owned and operated by the Town of Grand Rapids, Village of Port Edwards, City of Nekoosa, and City of Wisconsin Rapids. The airport is governed by the Municipal Airport Commission, which is made up of one representative from each of the four municipalities. Daily operations are handled by the Fixed Base Operator (FBO). The Airport does employ a part-time Airport Administrator.

The successful proposer will assume full responsibility for the management of day-to-day operations of the Airport, as well as be responsible for minor maintenance and repair. The proposer will be required to provide 24 hour fueling services, to provide a repair and maintenance facility for aircraft, to assure that the premises are principally used for conducting aviation or aviation related business, and to abide by all Federal, State, and local ordinances. In return, the successful proposer will receive an annual management fee, will receive all revenue from its fuel sales, and shall receive any additional revenue it may generate from any optional services it provides. Said optional services must be approved by the Commission. The Commission shall retain any revenue from any hangar rentals on the airport premises, including rental of the old terminal building, and shall be responsible for coordinating the leases regarding same.

The FBO will be required to carry liability insurance with a company qualified to do business in the State of Wisconsin. The minimum property damage/liability coverage shall be \$1,000,000 naming the Commission and each of the municipalities as additional insureds.

It is anticipated that the contract period will commence on March 1, 2010, and that the initial contract period will be for two years. The agreement may include an option to renew for a negotiated period of time.

Proposal Formalities

The proposal must clearly define the services the firm will provide as well as outline the proposed management fee. The management fee shall be submitted as a yearly fee.

Seven copies of the proposal are to be submitted by **4:30 p.m. on October 30, 2009**, to:

Mayor Mary Jo Carson
Chairperson, Municipal Airport Commission
Alexander Field-South Wood County Airport
444 West Grand Avenue
Wisconsin Rapids WI 54495-2780

All proposers should contact Mayor Mary Jo Carson, 444 West Grand Avenue, Wisconsin Rapids WI 54495, 715-421-8202, mcarson@wirapids.org, to advise the Commission of their contact information so that in the event there is a amendment to the RFP, the Commission may forward revised materials to the proposer. The Commission reserves the right to amend the RFP prior to the due date of responses.

In order to be considered for selection, responses must be in writing and arrive at the above location on or before the date and time specified. Proposers mailing responses should allow for normal mail delivery time to ensure receipt. Proposals received after the stated time will be returned. Each copy of the proposal will be signed by an authorized representative of the firm or individual responding.

All responses will become the property of the Commission and may be a matter of public record subsequent to award of the contract or rejection of all proposals. Proposals will not be returned.

Part of the proposal process may include an interview. This interview would require a presentation on how the firm plans to provide Fixed Base Operator services to the Commission, discuss similar type engagements, capacity to meet requirements and answer panel questions. All presentation materials will become the property of the Commission after the interview is completed.

The Commission reserves the right to negotiate the final financial terms of the contract with the proposer.

The Commission reserves the right without prejudice to reject any and all proposals. In addition, the Commission has the right to cancel this solicitation at any time. Cost will not be the primary factor in the selection of the FBO.

Proposal Requirements

The proposal should address the following items, indicating how the proposer plans to provide the relevant services.

I. BASIC SERVICES:

A. Aircraft maintenance

The proposal must address the availability of a skilled, experienced, trustworthy light-plane aircraft mechanic. The proposer shall be allowed to use the old terminal building for aircraft maintenance. Any revenues from aircraft maintenance shall be retained by the FBO.

B. Ground service and tie-down service.

These services shall be provided. Any landing fees, tie-down service fees, and other attendant fees must be approved by the Commission. However, the revenues from same shall be retained by the FBO.

C. Fueling services

The FBO shall have complete control, responsibility, and management of all fueling services, including monitoring tanks and pumps, ordering fuel timely, and aircraft fueling. The FBO must provide 24/7 fueling services. The proposer shall purchase its own fuel, and insure the fuel tanks. The proposer must provide Jet-A and 100LL fuel.

Arrangements will need to be made with the current FBO for purchase of existing fuel on the premises. All fuel, oil and other related products must be produced by a recognized supplier of such products.

D. Public presence; On-site services

The Commission desires a welcoming public presence. The proposal may address what level of hospitality to pilots and visitors can be maintained and how the terminal building will be staffed. The FBO would be required to have someone on site seven days per week, during the hours of operation of the terminal building, which is anticipated to be 7:30 a.m. to 7:00 p.m. from the day after Memorial Day through Labor Day, and 7:30 a.m. to 4:30 p.m. from the day after Labor Day through Memorial Day.

The FBO must arrange for 24/7 telephone on-call availability for the provision of fueling services, general airport services, and emergencies.

The FBO is expected to be welcoming to pilots and visitors, and to actively liaison with pilots. This may include coordination and support of flying clubs or partner-owned aircraft, assisting pilots in arranging flight instruction, and attending pilot meetings. The FBO shall issue NOTAMs, arrange airfield closures and special events, and ensure that weather observations are automatically taken.

E. Airport Maintenance

The FBO is responsible for coordinating maintenance of airport grounds and equipment, with special attention to safety issues. The FBO is expected to take pride in the appearance of the airport, and to be proactive in maintaining a neat and physically attractive facility.

The FBO shall be responsible, at its expense, for general upkeep of all airport buildings, including the terminal building. The FBO shall be responsible for any repair or maintenance which does not exceed \$700. The Commission shall pay for all repairs and maintenance which cost \$700 or more.

The FBO shall be responsible, at its expense, for lawn mowing of the entire airport premises, including runway areas; and for snow removal from the sidewalks on the premises; and for the cleaning of the terminal building.

F. Utilities

The FBO shall be responsible for payment of all utilities for the entire airport, including electricity, water, and gas. This includes field lighting and weatheration costs.

The FBO shall be responsible for the localizer and its associated equipment, repair and maintenance. This service is presently performed by a City contractor.

The FBO shall be responsible for its own office expenses, as well as cable and internet service to the terminal building.

G. Alternate proposal re: Snow Removal

The proposer may, as an addition to its management fee quote, provide a fee for snow removal for runways, hangar circle, and parking lot. The proposer must use its own equipment for this snow removal.

II. OPTIONAL SERVICES: The proposal may address any of these:

- A. Flight training
- B. Aircraft rental
- C. Avionics repair
- D. Other services, such as car rental and meal catering

If any of the above services requires the FBO to use any airport facilities or equipment either exclusively or occasionally, the proposal shall indicate what facilities or equipment are desired to be used, and proposed lease terms or other consideration to the Commission for the use of said facilities or equipment.

III. STATEMENT OF EXPERIENCE AND QUALIFICATIONS

The proposer must provide a detailed listing of the relevant experience the proposer has in providing the same or similar types of service. The statement should include the name, address, and telephone number of contact persons who can verify such experience. Other references may be provided.

The proposer should also highlight all of the relevant training and experience that the proposer has with providing such services.

A copy of the actual expenses for the items that the FBO would be responsible for, from the years 2006-2009, along with projected expenses for 2010, is on page 5.

CONTACT:

All questions concerning submissions and procedures to this RFP should be directed to: Mayor Mary Jo Carson, 444 West Grand Avenue, Wisconsin Rapids WI 54495, 715-421-8202, mcarson@wirapids.org.

Alexander Field

	Actual 2006	Actual 2007	Actual 2008	Adjusted 2009	Projected 2010*
Field Lighting	5,464	6,719	10,614	8,500	8,500
Hangar/Grounds Maintenance	2,974	8,529	5,545	12,000	11,000
Localizer & Equipment	6,224	6,129	8,445	7,500	8,000
Mowing	5,682	5,882	8,267	6,500	6,000
Utilities	2,021	1,864	2,408	2,150	2,200
Weatherstation	764	769	871	900	900

Snow Removal	12,190	27,204	49,827	25,000	35,000
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*These numbers are for Commission planning purposes only and may not reflect the actual expenses that the FBO may incur.